



DEPARTMENT OF THE NAVY  
COMMANDER FLEET ACTIVITIES, OKINAWA  
PSC 480 BOX 1100  
FLEET POST OFFICE AP 96370-1100

CFAOINST 5820.3H  
N4F  
28 OCTOBER 2005

COMFLEACT OKINAWA INSTRUCTION 5820.3H

Subj: MOTOR VEHICLE OPERATIONS, LICENSING, AND ADMINISTRATIVE  
PENALTIES

Ref: (a) CFAO 11240.1K  
(b) COMNAVFORJAPANINST 5800.9Q  
(c) Master Labor Contract (MLC)  
(d) Indirect Hire Agreement (IHA)  
(e) OPNAVINST 5700.12B  
(f) DODINST 6055.4 DoD Traffic Safety Program  
(g) NAVFAC P-300  
(h) Marine Corp Bases/III MEF Policy Memorandum 1-98  
(i) OPNAVINST 11200.5C/MCO 5110.1C  
(j) MCB Camp Butler BO P11240.42B  
(k) Japanese Road Traffic Law  
(l) MARADMIN 225/03  
(m) COMNAVFORJAPANINST 5800.7 (series)

Encl: (1) Application for USFJ-4 Driver's Permit  
(2) NAVFAC Form 11240/10  
(3) Sample License Request for TAD/TDY Personnel  
(4) SF-91 Accident Report  
(5) OF-345 Form Physical Fitness Inquiry for Motor  
Vehicle Operators  
(6) Motorcycle Safety Administrative Remarks  
(7) Vehicle Ownership Responsibility Administrative  
for Military and Civilians  
(8) Civilian Employee Voluntary Repayment Agreement  
(9) Schedule of Administrative Actions for Traffic  
Law Violations

1. Purpose. To establish regulations and procedures governing motor vehicle operations, licensing and administrative penalties in accordance with references (a) through (m).

2. Cancellation. CFAOINST 5820.3G and CFAO/NAFKINST 11018.1P

3. Action. All personnel who own or operate motor vehicles under the cognizance of CFAO. Administrative actions set forth in enclosure (9) are not applicable to MLC or IHA employees who are cited for traffic violations while performing official duties. Such cases are treated in accordance with the provisions of references (c) and (d).

#### 4. Responsibility

a. The Public Works Officer (PWO) shall be responsible for the administration of the motor vehicle operator's licensing program in accordance with current applicable directives and instructions.

b. Traffic Court Magistrate. Receives and reviews all reports of traffic violations. The Traffic Court Magistrate has the authority and responsibility to conduct administrative hearings, to assess points, to suspend and revoke GOV and POV operator's permits, to grant limited driving privileges and to order such other remedial actions as deemed necessary and appropriate in accordance with this instruction.

c. Traffic Court Petty Officer. Receives reports from other services involving traffic violations and forwards all traffic citations in a timely fashion to the Traffic Court Magistrate and provide copies to the Staff Judge Advocate for cases that may involve violation(s) of the UCMJ. The Traffic Court Petty Officer is responsible for the maintenance and disposition of individual driving records.

d. Staff Judge Advocate. The SJA provides advice on legal issues relating to the traffic supervision program.

e. Commanding Officers and Officers-in-Charge. Commanding Officers and Officers-in-Charge shall forward all traffic citations directly to CFAO Security (Attn: Traffic Court Petty Officer) for action.

f. All Personnel. It is the duty of all personnel to obey applicable traffic rules, both on and off base and to encourage others to do so. Any individual receiving a citation for a traffic violation off-base, including a parking ticket, shall report it immediately to the Staff Judge Advocate.

#### 5. General Licensing Requirements

a. Eligibility. The operation of any motor vehicle on Okinawa is a conditional privilege extended by the installation commander. Determination of eligibility is the responsibility of the Transportation Director. Personnel assigned to the following commands are authorized POV and GOV licenses unless other wise stated:

- (1) Commander, Amphibious Group One/Commander, Task Force SEVEN SIX
- (2) Fleet Industrial and Supply Center Detachment, Okinawa

- (3) Personnel Support Detachment, Okinawa
- (4) Patrol and Reconnaissance Wing ONE Detachment
- (5) Navy Campus
- (6) Naval Communication Detachment
- (7) Mobile Mine Assembly Unit TEN
- (8) Military Sealift Command Okinawa
- (9) Naval Pacific Meteorology and Oceanography Command, Detachment
- (10) Naval Air Pacific Repair Activity Detachment, Okinawa
- (11) Navy Calibration Laboratory
- (12) Defense Communication Detachment, Okinawa
- (13) Commander, Naval Forces, Japan Detachment, Okinawa
- (14) United Service Organization
- (15) Resident Officer in Charge of Construction Far East

b. GOV Licenses Only. Personnel assigned to the following commands are authorized Government Owned Vehicle (GOV) licenses only.

- (1) Patrol Squadron (Rotating)
- (2) Naval Mobile Construction Battalion (Rotating), Camp Shields
- (3) SEAL Detachment
- (4) Special Boat Unit Detachment
- (5) Naval Aviation Engineering Service Unit
- (6) Tactical Air Central Squadron, Detachment 12

c. Marine Corps Personnel. Personnel who are attached to Marine Corps commands must follow Marine Corps guidelines and receive licenses from their respective chain of command.

d. Required Training. Government employees and military personnel under the age of 26 years old must complete the Driving For Life course offered on the NKO website prior to obtaining any driving permits.

e. Newcomers. Newcomers to Japan must attend the Newcomer's Orientation Brief and watch the driving safety video prior to obtaining any driver's permits.

f. Japanese Jurisdiction. Individuals driving motor vehicles in Japan are subject to Japanese law and may be charged with the crime of Professional Negligence under Section 211 of the Japanese Criminal Code if they are involved in a motor vehicle accident which results in personal injury. Professional negligence is defined as failure to exercise the level of care expected from a professional driver.

## 6. Privately Owned Vehicles (POV)

a. License Requirements (USFJ Form 4)

(1) Application for USFJ Form-4 (enclosure (1)), must be utilized to obtain a POV permit.

(2) Applicants must be at least 16 years of age.

(3) A valid stateside driver's permit must be presented to the licensing official. Expired stateside permits are not acceptable.

(4) Individuals who do not possess valid stateside permits must present proof of having completed the driver's training course.

(5) Drivers who do not possess a valid stateside permit must complete a Physical Fitness Inquiry Form (enclosure (5)).

(6) Dependents between 16 and 18 years of age must have their sponsor present when applying for a USFJ Form 4 Permit (enclosure (1)).

(7) All personnel (military and civilian) must accept vehicle ownership responsibility by signing the applicable section provided in enclosure (7).

(8) Civilian employees must sign the employee voluntary repayment agreement (enclosure (8)).

(9) Applicants must have a minimum score of 80 percent on the POV/GOV written test.

(10) Applicants must have SOFA status and be assigned to a permanent tour of duty in Okinawa, Japan to be eligible to obtain a POV license.

b. First Time Drivers

(1) Applicants must be 18 years of age or over to be eligible to drive on or off base. Applicants 16 and 17 years of age may drive **ON BASE ONLY**.

(2) First time drivers are restricted to on-base driving for a minimum of 30 days before being licensed to operate off base.

(3) First time drivers who do not possess a valid stateside permit must complete a Physical Fitness Inquiry Form (enclosure (5)).

c. Driver's Training Course

(1) Applicants without a valid stateside driver's license or an out of continental United States extension must attend the driver's training course offered at the Schilling Community Center Building 455 Kadena Air Base.

(2) Applicants must present proof of enrollment (paid receipt) to be issued a learner's permit valid for 90 days after the start date of the driver's training course.

(3) Student drivers must be accompanied by and under the direct supervision of a licensed operator at all times while operating a motor vehicle. Student drivers may only operate **ON BASE ONLY**.

(4) Provided that the applicant is a first-time driver (never before licensed) and meets the minimum age requirements, a POV permit will be issued upon presentation of a driver's training letter/certificate and completion of the 30 day **ON BASE ONLY** driving period. **(Note: 30 day ON BASE ONLY driving period starts from the day applicant has completed driver's training course.)**

(5) Applicants having completed the driver's training course taught in Okinawa are not required to take the POV written test.

## 7. Government Owned Vehicles (GOV)

### a. OF-346 Government Owned Vehicle (GOV) Permits

#### (1) License Applications

(a) All government employees must submit a completed NAVFAC Form 11240/10 (Enclosure 2).

(b) E-6 and below must have the NAVFAC Form 11240/10 approved/signed by their supervisor. **(Note: Supervisors shall be an E7 equivalent or above).**

(c) Civilian personnel (Local National Employees and USGS) must have the NAVFAC Form 11240/10 approved/signed by their department head.

(d) Applicants must be at least 18 years of age to operate a GOV. Applicants applying to operate emergency vehicles or vehicles used to transport explosive/flammable cargo must be at least 21 years of age.

(e) MLC or Local National Employees must have a valid Government of Japan (GOJ) License with equivalent vehicle size requested on the NAVFAC Form 11240/10.

(f) Personnel must have in their possession a valid USFJ Form 4 to receive an OF-346 Permit. Personnel who do not possess a valid USFJ Form 4 are required to pass the POV Written test (minimum score of 80%) and watch the driver safety video.

(g) Operators must ALWAYS have in their possession a valid OF-346 and an identification card when driving a government owned vehicle.

(h) To be valid in Japan, the OF 346 must bear the Kanji over stamp "OPERATOR'S PERMIT." Over stamping a previously issued OF-346 is authorized.

b. GOV permits for TAD/TDY personnel

(1) All personnel who are on temporary orders (TAD/TDY) to Okinawa who do not possess a valid OF-346 permit (with the Kanji stamp) must obtain a valid permit from the CFAO Transportation department using the guidelines provided in this instruction.

**(NOTE: OF-346 Permits issued by the CFAO Transportation Department DOES NOT authorize the operator to drive Marine Corps Gov's. Permits issued by the CFAO Transportation Department authorize the use of Navy-owned Gov's only.)**

(2) Personnel on TAD/TDY orders to Okinawa must pass the written POV examination and watch the driver safety video.

(3) TAD/TDY personnel who possess a valid USFJ Form 4 may receive an OF-346 without taking the POV Written test and watching the driving safety video.

(4) Prior to obtaining an OF-346 permit, TAD/TDY personnel must obtain prior approval utilizing Enclosure (3).

(5) Individuals shall not be assigned as a driver of Navy police vehicles, ambulances, fire trucks, and crash and rescue vehicles (emergency vehicles), hazmat, Explosive Ordnance Disposal (EOD) or any other vehicles equipped with any combination of emergency warning devices and/or a siren used in the performance of intelligence, protective services, or criminal law enforcement duties, until they have successfully completed the National Highway Traffic Safety Administration's Emergency Vehicle Operator Course (EVOC) conducted by a Naval Safety Center approved instructor, or other training approved by the Naval Safety Center. Operators shall complete the training every three

years thereafter to ensure competency in the safe operation of such vehicles.

(6) In the case where the operator has gotten into an accident while driving a GOV, he or she must complete a SF-91 form (Accident Report) provided in Enclosure (4). This report must be submitted to the CFAO Transportation Department within 5 days of the accident.

## 8. Motorcycle Licensing Requirements

### a. License Requirements

(1) Applicants must have a NAVPERS 1336/3 Special Request Authorization Form approved by the chain of command with final approval from the Commanding Officer.

(2) Applicants must have a valid POV License (USFJ Form 4) showing that he or she is qualified to operate a vehicle.

(3) Applicants must be at least 21 years of age.

(4) Applicants must have a certificate showing that he or she has completed a Motorcycle Safety Course or a National Motorcycle Safety Foundation approved course.

(5) E-4 and below personnel must have above 3.0 Evals, no NJP for at least one year, and no record of DUI/DWI.

(6) All military personnel and civilians must sign the Vehicle Ownership Responsibility Administrative Remarks provided in this instruction (Encl (7)).

(7) Go through screening and application procedures with a CFAO License Examiner.

### b. Motorcycle Training Course

(1) Applicants may register for the safety course at the Motorcycle Safety Training Facility located in Bldg 908.

(2) Applicants who are first time riders or have limited prior experience must take the three-day motorcycle safety course that is offered once a week.

(3) A one-day safety course is offered once a month and is designed for those having prior experience.

**Note: Applicant must have proof that he or she has prior experience, i.e. stateside license authorizing motorcycle operation, expired Motorcycle Safety Card, etc...**

(4) A certificate is presented upon completion of the safety course.

(5) Motorcycle courses are held at Kadena in Building 908. Applicant must sign up for the motorcycle course in person. For more information, call 634-2450.

(6) Active duty personnel shall have motorcycle safety training documented in their military service records in the Administrative Remarks provided in this instruction (Encl (6)).

(7) First-time motorcycle operators must be on island 90 days before purchasing a motorcycle.

(8) Provided that the applicant has met all the above requirements, he or she may proceed to the CFAO Licensing Office to obtain a Motorcycle Operator's Permit.

c. Types of motorcycle licenses issued:

(1) "ON-BASE ONLY" licenses are issued to allow for practicing and for initial registration of the motorcycle. All prospective operators who have completed a Motorcycle Safety Foundation (MSF) approved motorcycle safety course, evidenced by an official completion card/certificate, will be required to complete 30 days of on-base driving before being issued an "ON/OFF BASE" license.

(2) An "ON/OFF BASE" license may be issued to operators who meet all registration, testing, and operating requirements contained herein. To renew a license, personnel must provide his/her expired license (must have been previously issued by a USFJ licensing authority).

(3) Motorcycle operator's permits will be classified in five categories as follows:

- (a) 1cc through 50cc
- (b) 51cc through 125cc
- (c) 126cc through 250cc
- (d) 251cc through 400cc
- (e) 401cc through unlimited

(4) First-time motorcycle operators cannot be licensed to operate a motorcycle larger than 400 cc for his or her first year in Japan.



(5) The motorcycle operator's permit issued will be restricted to the size category of the motorcycle used for the test. Applicants desiring to upgrade a current motorcycle operator's license to be able to drive a larger size must:

(a) Take the one-day motorcycle safety-training course **WITH** the motorcycle of larger size.

(b) Have current motorcycle operator's permit showing that he or she is qualified to operate a motorcycle.

(6) At a minimum, motorcycle operators who are at fault in a vehicular accident, in addition to disciplinary or administrative action taken by the Traffic Court or other authority, will be required to take the refresher motorcycle safety course. Failure of the basic test will result in further testing.

(7) All operators must have at least one year of operating experience and must be licensed for off-base operation to have their license authorized to carry passengers. Passengers may be carried only on a motorcycle designed and equipped for passengers and only on roads where passengers are allowed.

## 9. Driving Privileges & Requirements

a. Driving Privileges. The operation of a privately owned motor vehicle in Japan is a conditional privilege extended by Commander, Fleet Activities, Okinawa, Japan. Individuals desiring this privilege shall meet the following conditions:

(1) Compliance with traffic laws and regulations, both on and off base.

(2) Compliance with both GOJ and military registration requirements.

(3) Possession, while operating a motor vehicle, and produce on demand of law enforcement personnel or other military or civilian authorities:

(a) Proof of vehicle ownership (or written permission to operate the vehicle).

(b) A current USFJ Form 4 (Japan Operator's Permit for Civilian Vehicles).

(c) Proof of insurance, including Japanese Compulsory Insurance (JCI) and a current written supplemental insurance policy with a minimum coverage of \$300,000 bodily injury and \$30,000 property damage.

(d) Identified parking space and Parking Certificate in accordance with local requirements and regulations as defined by the Joint Services Vehicle Registration Office (JSVRO) Camp Foster.

(e) For motorcycle operators: Completion of a Motorcycle Safety Course and signed Motorcycle Safety Administrative Remarks (Encl (6)).

(f) Signed Vehicle Ownership Responsibility Administrative Remarks (Encl (7)).

(g) For civilian employees only: Signed Civilian Employee Voluntary Repayment Agreement (Encl (8)).

b. Implied Consent. Any person operating a motor vehicle shall be deemed to have given consent to a chemical test of his/her breathe, blood, or urine for the purpose of determining the alcoholic or other drug content of his/her blood if cited or lawfully apprehended for any offense allegedly committed while driving or in actual physical control of a motor vehicle. Any person who is unconscious, or otherwise in a condition rendering him/her incapable of refusal, shall be deemed not to have withdrawn his/her consent and such tests may be administered. A refusal to submit to such tests shall result in revocation of driving privileges as set forth in enclosure (9).

c. Remedial Driver's Training (RDT)

(1) The Traffic Court Magistrate is authorized to direct individuals to attend RDT. The RDT program is to instruct and correct military personnel who have been identified as problem drivers. The selection should be based on the information entered in the individual's past driving record. The course curriculum should be designed to improve driver's performance and compliance with traffic laws. Attendance at RDT may be waived in cases of drivers referred to alcohol education classes at installation alcohol and drug centers.

(2) Civilian personnel employed on the installation, contractor employees and military dependents may voluntarily attend RDT or similar courses. Driving privileges, which have been suspended or revoked, may be withheld beyond expiration of

the sanction, pending successful completion of an approved RDT course or drug/alcohol treatment program.

(3) Successful completion of RDT is mandatory in cases where an individual has accumulated six or more points on their driving record, has had driving privileges suspended or revoked, or has been involved in an accident in which the individual was determined to be at fault. Evidence of successful completion must be submitted to the Traffic Court Petty Officer at Building 1145, White Beach Security Annex within 10 days of completion of reinstatement procedures to begin.

(4) Unexcused absence from RDT is punishable under Article 92 of the Uniform Code of Military Justice.

d. Alcohol and Drug Abuse Countermeasures

(1) Screening. Persons involved in alcohol related driving incidents shall be referred to the Command Drug and Alcohol Program Advisor (DAPA) for screening.

(2) Navy Alcohol/Drug Safety Action Program (NADSAP). Anyone whose operator's permit is revoked in accordance with reference (a) or this instruction for driving under the influence of alcohol (0.03% BAC and less than 0.099% BAC) or driving while intoxicated (0.10% BAC or higher) or for refusal to submit to or complete a BAC test shall be required to attend the 36 hour NADSAP or equivalent alcohol education program as a prerequisite to reinstatement of base driving privileges. The Traffic Court Magistrate shall ensure that proof of completion of such a program is provided before the individual's driving privileges are reinstated.

(3) Other Drug or Alcohol Abuse Incidents. When an individual is identified as a drug or alcohol abuser, even though not directly involved in a traffic-related accident, consideration should be given to suspension or limitation of driving privileges as a preventive measure. In such cases, a recommendation to that effect may be made to the Traffic Court Magistrate by the department head, Substance Abuse Coordinator, Staff Judge Advocate, or other responsible official.

e. Loud Stereos, Exhausts & Screeching of Tires

(1) No driver of a vehicle shall operate, or permit the operation of, any sound amplification system which exceeds the limits promulgated by the Japanese Noise Regulation Law as implemented by local Japanese authorities.

(2) Any excessive, unusual, loud, or disturbing noise made by any motor vehicle and not reasonably necessary in its operation under the circumstances is prohibited. Such noise shall include but not be limited to noise caused by screeching of tires; racing, gunning or accelerating the engine; backfiring the engine and exhaust from the engine tail pipe or muffler. Noise made by motor vehicles shall not exceed the limits promulgated by the Japanese Noise Regulation Law as implemented by local Japanese authorities.

f. Loaning Vehicle to Intoxicated Person

(1) No person shall knowingly lend or otherwise entrust a motor vehicle to a person whom the individual knows is intoxicated or under the influence of alcohol or other substances.

(2) No person shall knowingly lend or entrust a motor vehicle to a person who cannot be expected to operate the vehicle in a safe manner due to overwork, fatigue, illness or any other condition of impairment.

g. Open Containers of Alcohol. Alcoholic beverages will not be transported in the passenger compartment of a motor vehicle after the original cap, stopper, or seal has been broken or removed. No operator or passenger of a motor vehicle shall consume alcoholic beverages inside a vehicle at any time.

h. Cell Phones. Cell phones may not be used at anytime while driving in accordance with the Japanese Road Traffic Law. Cell phone usage includes holding the cell phone in your hand or looking at the screen while driving.

i. Abandoned Vehicles

(1) Disposition of vehicles shall be done in accordance with the requirements of references (i) and (m). Vehicles not properly disposed of and deemed to be abandoned may be confiscated and stored/scrapped/disposed of at the expense of the service member/owner.

(2) Commander, Fleet Activities, Okinawa, Japan may not issue orders and personnel may not depart Japan on Permanent Change of Station Orders (PCS) without properly transferring or deregistering and disposing of their vehicle(s).

j. Traffic Accidents. If members of U.S. Naval Forces, Japan, or personnel accompanying the forces become involved in a traffic

accident, it is strongly recommended that they cooperate fully with U.S. and GOJ authorities.

(1) All traffic accidents, regardless of severity, shall be reported to GOJ and U.S. law enforcement authorities.

(2) In the event of a traffic accident, the vehicle operator will stop, identify himself, and exchange personal data with others involved in the accident. U.S. Military Police must be contacted as soon as possible and prior to leaving the scene of the accident. Failure to stop and comply may result in loss of driving privileges.

(3) In the event of a traffic accident involving death, bodily injury, or property damage, the vehicle operator, unless injured and requiring immediate attention, will not leave the scene of the accident until excused by competent authority.

#### k. Vehicle Registration

(1) Registration of all privately owned vehicles operated by U.S. Naval personnel in Japan and those accompanying them is mandatory. Registration will be accomplished with GOJ and military authorities.

(2) Vehicles that fail to meet minimum established safety standards will be barred from operation and base registration will be canceled.

#### 1. Vehicle Deregistration

(1) Japanese authorities require that, prior to permanent (PCS) transfer from Japan, USFJ personnel must deregister all privately owned motor vehicles that have been previously registered by them. Naval Forces, Japan personnel are prohibited from departing Japan until vehicle deregistration has been accomplished.

(2) Vehicle owners transferring duty stations from the local area are authorized to use a special power of attorney, not to exceed 45 days, (45-day POA) to dispose of the vehicle. Individuals granted a 45-day POA must be eligible to register a vehicle, are required to remove the USFJ Form 15 and return it to JSVRO and will be given a temporary pass for the duration of the POA. The POA must contain a mandatory clause stating that in the event of failure to sell or otherwise dispose of the vehicle covered by the POA within the 45-day period, Commander, Fleet Activities, Okinawa, Japan or his designee has the authority to completely dispose of the vehicle. Reasonable expenses incurred

by Commander, Fleet Activities, Okinawa, Japan, in deregistering and disposing of the vehicle will be charged to the registered owner of the vehicle and/ or the grantee and will be a debt owed the United States in addition to any administrative or disciplinary action taken under the UCMJ or civilian personnel regulations.

m. Headlights. On all installations, vehicles will be operated with headlights turned on during periods of precipitation and other reduced visibility conditions, whether or not it is required by state or national law. Examples are, but not limited to, during periods of light or heavy rain, or during periods of obscuration due to fog or smoke.

n. Driving Records. The Traffic Court Petty Officer shall maintain the driving records of all persons subject to this instruction. Driving records will be used to aid in identifying drivers in need of improvement through counseling and remedial driver training in addition to keeping track of point accumulation and penalties. Through coordination with Personnel Support Detachment, the Traffic Supervision Magistrate will ensure that an individual's driving record is promptly forwarded to their new duty station. Family member driving records containing traffic point assessments or other entries will also be forwarded to the sponsor's gaining installation. Records of personnel assigned to deployed units will be turned over to the unit commander upon rotation from Okinawa.

#### 10. Suspension & Revocation

a. The privilege of driving a privately owned motor vehicle is subject to administrative suspension or revocation for cause by Commander, Fleet Activities, Okinawa, Japan or the commanding officer of the individual concerned.

(1) Suspension. Temporary suspension of driving privileges, coupled with counseling or remedial driver training, provides effective corrective action for achieving desired driver performance. Suspension of driving privileges shall be administered to those found to have violated certain driving laws, rules and regulations.

(a) Suspensions shall be effective immediately; revocations shall be effective by the end of the 5th working day in order to provide time for vehicle deregistration.

(2) Revocation.

(a) Driving privileges may be revoked permanently for serious moving violations or when corrective administrative actions are not complied with or fail to produce the desired driver improvement. Refusal to submit to, or failure to complete, chemical tests (implied consent) for alcohol or other drug related abuse carries a mandatory 1-year revocation per chapter 5 of reference (i) [see enclosure (1)]. Revocation of driving privileges for an additional period of two years may also be imposed against personnel apprehended for driving while on suspension or revocation of driving privileges. Separate disciplinary or administrative action may also be initiated for this offense under Article 92, UCMJ, or applicable civilian employee regulations if appropriate.

(b) The Traffic Court Magistrate, in accordance with DOD Directive 5400.11, will notify State driver's license agencies of DOD personnel whose installation driving privileges are suspended for 1 year or more following final adjudication of an intoxicated driving offense or upon suspension for refusal to submit to lawful chemical testing for breath (BrAC) or blood (BAC) alcohol or other drugs.

(c) Revocation or suspension of POV driving privileges automatically results in revocation or suspension of GOV driving privileges.

(d) In any case of suspension or revocation greater than 30 days, the individual shall be required to complete a prescribed course in remedial driver's training before the privilege is reinstated.

(e) The termination of POV base registration is inherent to revocation actions and individuals must make application for re-registration after the expiration of the specified period.

(3) Restricted Privileges. When imposing suspension or revocation of driving privileges, Commander, Fleet Activities, Okinawa may reinstate limited driving privileges if it is determined that a military mission may be adversely impacted. Operation of a government motor vehicle is prohibited if a person's license was suspended or revoked by a state or host nation or if base driving privileges are suspended or revoked for driving under the influence of alcohol or other drugs or for other traffic violations that constitute a "moving violation" of base, State, Federal, or host nation traffic codes.

(a) Limited Privileges. Under this action, the individual's driving privilege shall be suspended or revoked

except for specified written minimum requirements as authorized in writing by Commander, Fleet Activities, Okinawa. Violation of the limitations shall result in revocation.

(4) Loss of Privilege. Suspension or revocation of driving privileges shall be effective immediately when the individual is determined to have been a violator at a traffic hearing or by Commander, Fleet Activities, Okinawa.

(5) Other Sanctions. Restrictions provided for in this order are administrative in nature. Other sanctions, including disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations, may also be imposed.

b. Immediate Suspension of Driving Privileges. Immediate suspension of driving privileges pending resolution of an alcohol related driving incident is authorized. The suspended license shall remain in the possession of the Licensing Office. Grounds for immediate suspension include, but are not limited to, refusal to take or complete a lawfully requested chemical test to determine contents of blood for alcohol or other prohibited substances. Personnel who are cited for driving under the influence of alcohol or driving while intoxicated shall be released to a representative of the individual's commanding officer who shall take necessary precautions to secure the vehicle involved and to prevent its operation by the person cited pending resolution of the alcohol related incident. Personnel cited for driving under the influence of alcohol or driving while intoxicated shall not be allowed to move their vehicle off base pending resolution of the alcohol related incident.

c. Driving While Drinking Indicated (DWDI). Driving or being in actual physical control of a motor vehicle with a blood alcohol content of 0.03 percent to less than 0.05 percent constitutes DWDI in accordance with the Japanese Road Traffic Law. SOFA personnel found in violation of this paragraph will be subject to a 30 day suspension of driving privileges, in accordance with the Japanese Road Traffic Law, as set forth in enclosure (9).

d. Driving Under the Influence of Alcohol (DUI). Driving or being in actual physical control of a motor vehicle with a blood alcohol content of 0.05 percent to less than 0.10 percent constitutes DUI. SOFA personnel found in violation of this paragraph will be subject to a six-month to one-year revocation of driving privileges as set forth in enclosure (9).



e. Driving While Intoxicated (DWI). Driving or being in actual physical control of a motor vehicle with a blood alcohol content of 0.10 percent or higher constitutes DWI and is prohibited. SOFA personnel found in violation of this paragraph will be subject to a two-year revocation of driving privileges, in accordance with the Japanese Road Traffic Law, as set forth in enclosure (9).

f. Authority and Responsibility

(1) Traffic Court Magistrate. Receives and reviews all reports of traffic violations. The Traffic Court Magistrate has the authority and responsibility to conduct administrative hearings, to assess points, to suspend and revoke GOV and POV operator's permits, to grant limited driving privileges and to order such other remedial actions as deemed necessary and appropriate in accordance with this instruction.

(2) Traffic Court Petty Officer. Receives reports from other services involving traffic violations and forwards all traffic citations in a timely fashion to the Traffic Court Magistrate and provide copies to the Staff Judge Advocate for cases that may involve violation(s) of the UCMJ. The Traffic Court Petty Officer is responsible for the maintenance and disposition of individual driving records.

(3) Staff Judge Advocate. The SJA provides advice on legal issues relating to the traffic supervision program.

(4) Commanding Officers and Officers-in-Charge. Commanding Officers and Officers-in-Charge shall forward all traffic citations directly to CFAO Security (Attn: Traffic Court Petty Officer) for action.

(5) All Personnel. It is the duty of all personnel to obey applicable traffic rules, both on and off base and to encourage others to do so. Any individual receiving a citation for a traffic violation off-base, including a parking ticket, shall report it immediately to the Staff Judge Advocate.

g. Review and Disposition of Traffic Violation Reports

(1) Traffic Violations. The term "traffic violation" as used herein refers to any act or offense involved in the operation, use, or ownership of any motor vehicle, which violates references (j) through (l), of this instruction. The term "motor vehicle" refers to all self-propelled vehicles, including motorcycles, mini-bikes, mopeds and scooters. Action may be taken under this instruction based on the report of a traffic

violation from any source, including civilian police, law enforcement personnel of the military services, and individuals, whether or not engaged in law enforcement duties. The issue of authority of the person making the report is not relevant to any determination made pursuant to this instruction.

(2) Initial Determination. Upon receipt of a traffic violation report, the Traffic Court Magistrate will review the report and the previous record of the driver to determine what action, if any, is necessary.

(3) Notice to Appear in Court. Whether a preliminary suspension applies or not, the Traffic Court Magistrate must inform the subject individual of the alleged offense and the penalty that may be imposed at traffic court. A notice to appear in court shall be sent to the individual concerned with a time, date and place to appear before the Traffic Court Magistrate. If the subject individual fails to show for traffic court, the Traffic Court Magistrate may assume that the right to a hearing has been waived and may implement the maximum penalty.

(4) Surrender of Operator's Permit. Any personnel E-7 or above, command duty officer, or military policeman may require an individual to immediately surrender their operator's permit (OF-346 or USFJ Form 4) upon reasonable suspicion that the individual may not be capable of operating a motor vehicle. In such cases, the operator's permit shall be turned over directly to the licensing office for further action. The prosecuting individual and the alleged offender shall be present at a traffic court hearing during the time determined by the Traffic Court Magistrate.

(5) Confiscated Operator's Permit. Upon receiving a confiscated operator's permit, the licensing office shall report the alleged traffic violation to the Traffic Court Magistrate. Confiscated permits will be returned after action has been taken to correct the deficiency and the Traffic Court Magistrate has provided an official letter to the licensing office.

#### h. Traffic Court

(1) Procedure. The Traffic Court Magistrate will convene a court on the second and fourth Thursday of each month or as soon as practicable thereafter to determine the facts surrounding an alleged traffic violation. The Traffic Court Magistrate may appoint others to conduct hearings. The subject has the right to present evidence and witnesses at their own expense. There is no right to appointed counsel. However, the subject individual may have a personal representative present at no expense to the

government. The subject may contact the Traffic Court Petty Officer at 642-7008 if any other information is desired.

(2) Stay of Penalties. Suspension or revocation will be stayed, pending a hearing, unless the hearing is delayed at the request of the individual, or unless a preliminary suspension has been sustained in accordance with reference (b).

(3) Evidence. No formal rules of evidence shall apply to the conduct of Traffic Court hearings. The order of presentation of evidence is within the discretion of the Traffic Court Magistrate. Evidence supplied by witnesses may be presented through live testimony or any form of oral or written statement and may be either sworn or un-sworn. The individual who is the subject of the hearing shall be advised of all evidence being considered by the Traffic Court Magistrate. The Traffic Court Magistrate will require as much evidence, in terms of quality and quantity, as is necessary, in their judgment, for a full and fair resolution of the issues.

(4) Standard of Proof. The Traffic Court Magistrate shall find the subject guilty of the alleged violation if findings indicate that a preponderance of the evidence supports the allegation.

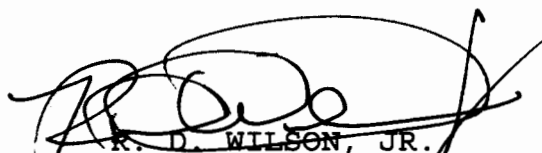
(5) Record. In order to provide a brief written summary of the Traffic Court hearing, the Traffic Court Petty Officer shall maintain a record of finding and file it with other documents pertaining to the case in the subject's driving record.

(6) Appeals. Findings made by a subordinate Traffic Court Magistrate may be appealed to the Traffic Court Magistrate whose review will be limited to a review of the record to determine whether the subordinate Traffic Court Magistrate abused his/her discretion. All determinations by the Traffic Court Magistrate will be final. However, this does not affect the right of the individual to request mast with the Commander to seek redress of grievances.

(7) Japanese Traffic Tickets. When an individual is cited by Japanese authorities and is found guilty in accordance with Japanese law, action shall be taken in accordance with this instruction without resort to an administrative hearing. The payment of a fine by the individual is tantamount to a finding of guilty. Points and penalties shall be assessed on the same basis as on-base violations. When an Official Duty Certificate is issued in regard to a Japanese traffic citation and the individual wishes to contest the citation at a Traffic Court hearing, any request for evidence or witnesses shall be submitted

of not guilty at a courts-martial or captain's mast will not necessarily preclude assessment of points or other administrative action under this instruction. However, in such cases, the Staff Judge Advocate should be consulted before taking action.

(3) Points assessed against an individual will remain in effect, for point accumulation purposes, for a consecutive 24 month period or until separation from the service or final termination of employment, whichever occurs first. (The foregoing is not applicable in cases of immediate reenlistment, change of officer component, military retirement and continuation of vehicle registration as retiree or reemployment as a civilian.)



R. D. WILSON, JR.

## APPLICATION FOR USFJ-4 DRIVERS PERMIT

1. LAST NAME, FIRST, M.I.		2. RANK/RATE		3. SSN	
4. ORGANIZATION		5. WORK PHONE		6. PRD (DD/MM/YY)	
7. SEX	8. HEIGHT (INCH)	9. WEIGHT (LBS)	10. HAIR COLOR	11. EYE COLOR	
12. DOB (DD/MM/YY)		13. AGE	14. CITY AND STATE OF BIRTH		
15. STATE LIC. NUMBER		STATE OF ISSUE		EXPIRATION DATE (DD/MM/YY)	
16. IS ANY OPERATORS PERMIT YOU HOLD UNDER SUSPENSION OR REVOCATION. YES (GIVE DETAILS)					
17. DATE COMPLETED DRIVERS IMPROVEMENT					
<small>DONE ONLY FOR PEROSNNEL WHO HAD LIC. SUSPENDED</small> I HAVE VIEWED THE SAFE DRIVING IN JAPAN VIDEO AND HAVE HAD THE POINTS SYSTEM EXPLAINED TO ME.					
18. APLLICANTS SIGNATURE					
COMMANDER FLEET ACTIVITIES APPROVAL					
19. AUTHORIZATION TO OPERATE MOTORCYCLES OR MOPEDS					
CO'S TYPED NAME/SIGNATURE AND DATE					
***** FOR LICENSING OFFICE USE ONLY					
20. WRITTEN EXAM SCORE		21. RESTICTIONS		22. LICENSE NUMBER	
ISSUE DATE		LICENSING OFFICIAL SIGNATURE			
EXPIRATION DATE					

Encl (1)

# APPLICATION FOR POV & GOV LICENSE

1. Name (Last, First, MI)			2. Rank/Rate	3. Command / Department		4. PRD	
5. Age	6. Date of Birth	7. Sex	8. Height in.	9. Weight	10. Hair Color	11. Eye Color	12. Corrective Lenses
13. Place of Birth		14. State License No. & State Issued			15. Date Issued		16. Expiration Date
17. Social Security Number		18. Applicants Signature				19. Date	

## PRIVATELY OWNED VEHICLE

1. Written Test Score	2. Issued Book No.	3. Permit Number	4. Date Issued	5. Expiration Date
6. Temporary Permit Number		7. Signature of Requesting Sponsor		
		8. Date		

## MOTORCYCLE AND SCOOTERS

1. Motorcycle Request <b>APPROVED</b> <b>DISAPPROVED</b>	2. Date Issued	3. Expiration Date	4. Size of Motorcycle or Scooter
5. Reason for Disapproval			
6. Commanding Officers' Signature			7. Date

## GOVERNMENT OWNED VEHICLES

1. Written Test Score	2. Road Test Score	3. Permit Number	4. Date Issued	5. Expiration Date																						
6. Type of Equipment to be Operated	7. Temporary Permit Number	8. Date Issued	9. Expiration Date																							
10. Equipment Inspection (Pre-Start)		11. Vehicle Instructor (Name, Rank/Rate)		12. Date																						
13. Requesting Officer Name (Rank/Rate)		14. Signature		15. Date																						
16. Type of Vehicles to be Operated (Check)			17. Signature of Applicant																							
<table style="width: 100%;"> <tr> <td style="width: 50%;"> <table border="0"> <tr><td><input type="checkbox"/> XXXXXX Regular</td><td><input type="checkbox"/> Bus (Gas and Diesel)</td></tr> <tr><td><input type="checkbox"/> Restricted</td><td><input type="checkbox"/> Tractor Trailer</td></tr> <tr><td><input type="checkbox"/> Explosive</td><td><input type="checkbox"/> Fire Truck</td></tr> <tr><td><input type="checkbox"/> Emergency Vehicle</td><td><input type="checkbox"/> Ambulance</td></tr> <tr><td><input type="checkbox"/> AVGAS Refueler</td><td><input type="checkbox"/> Motorcycle &amp; Scooter</td></tr> <tr><td><input type="checkbox"/> XXXXXX Passenger Vehicle</td><td><input type="checkbox"/> Truck 4 x 4</td></tr> <tr><td><input type="checkbox"/> XXXXXX Pick-up Truck</td><td><input type="checkbox"/> Truck 6 x 6</td></tr> <tr><td><input type="checkbox"/> Trucks to 2 tons</td><td><input type="checkbox"/> Truck Fire/Crash</td></tr> <tr><td><input type="checkbox"/> Trucks to 5 tons</td><td><input type="checkbox"/> Truck Tank</td></tr> <tr><td><input type="checkbox"/> Trucks to 10 tons</td><td><input type="checkbox"/> Other</td></tr> </table> </td> <td style="width: 50%;"></td> </tr> </table>			<table border="0"> <tr><td><input type="checkbox"/> XXXXXX Regular</td><td><input type="checkbox"/> Bus (Gas and Diesel)</td></tr> <tr><td><input type="checkbox"/> Restricted</td><td><input type="checkbox"/> Tractor Trailer</td></tr> <tr><td><input type="checkbox"/> Explosive</td><td><input type="checkbox"/> Fire Truck</td></tr> <tr><td><input type="checkbox"/> Emergency Vehicle</td><td><input type="checkbox"/> Ambulance</td></tr> <tr><td><input type="checkbox"/> AVGAS Refueler</td><td><input type="checkbox"/> Motorcycle &amp; Scooter</td></tr> <tr><td><input type="checkbox"/> XXXXXX Passenger Vehicle</td><td><input type="checkbox"/> Truck 4 x 4</td></tr> <tr><td><input type="checkbox"/> XXXXXX Pick-up Truck</td><td><input type="checkbox"/> Truck 6 x 6</td></tr> <tr><td><input type="checkbox"/> Trucks to 2 tons</td><td><input type="checkbox"/> Truck Fire/Crash</td></tr> <tr><td><input type="checkbox"/> Trucks to 5 tons</td><td><input type="checkbox"/> Truck Tank</td></tr> <tr><td><input type="checkbox"/> Trucks to 10 tons</td><td><input type="checkbox"/> Other</td></tr> </table>	<input type="checkbox"/> XXXXXX Regular	<input type="checkbox"/> Bus (Gas and Diesel)	<input type="checkbox"/> Restricted	<input type="checkbox"/> Tractor Trailer	<input type="checkbox"/> Explosive	<input type="checkbox"/> Fire Truck	<input type="checkbox"/> Emergency Vehicle	<input type="checkbox"/> Ambulance	<input type="checkbox"/> AVGAS Refueler	<input type="checkbox"/> Motorcycle & Scooter	<input type="checkbox"/> XXXXXX Passenger Vehicle	<input type="checkbox"/> Truck 4 x 4	<input type="checkbox"/> XXXXXX Pick-up Truck	<input type="checkbox"/> Truck 6 x 6	<input type="checkbox"/> Trucks to 2 tons	<input type="checkbox"/> Truck Fire/Crash	<input type="checkbox"/> Trucks to 5 tons	<input type="checkbox"/> Truck Tank	<input type="checkbox"/> Trucks to 10 tons	<input type="checkbox"/> Other		18. Date	
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<input type="checkbox"/> Trucks to 10 tons	<input type="checkbox"/> Other																									
			19. Operator instructed to turn in License card upon loss or suspension of state drivers license. YES <input type="checkbox"/> XXXXXX NO <input type="checkbox"/>																							
			20. Did applicant watch Safe Driving Video? YES <input type="checkbox"/> XXXXXX NO <input type="checkbox"/>																							

Remarks	
Signature of License Examiner	Date

1. Request the following personnel be licensed to complete their assignment while TAD to Okinawa. Personnel will be on island from \_\_\_\_\_ to \_\_\_\_\_ in support of (Command).

Name	Rate/rank	SSN	License Requirement
------	-----------	-----	---------------------

2. The point of contact for this command is \_\_\_\_\_;  
(Phone #); (E-mail).

Signature

Encl (3)

**MOTOR VEHICLE  
ACCIDENT REPORT**Please read the  
Privacy Act State-  
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

**SECTION I - FEDERAL VEHICLE DATA**

1. DRIVER'S NAME (Last, first, middle)			2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		3. DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS					4b. WORK TELEPHONE NUMBER ( )	
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. DESCRIBE VEHICLE DAMAGE						

**SECTION II - OTHER VEHICLE DATA** (Use Section VIII if additional space is needed.)

12. DRIVER'S NAME (Last, first, middle)			13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		
14a. DRIVER'S WORK ADDRESS			14b. WORK TELEPHONE NUMBER ( )		
15a. DRIVER'S HOME ADDRESS			15b. HOME TELEPHONE NUMBER ( )		
16. DESCRIBE VEHICLE DAMAGE			17. ESTIMATED REPAIR COST \$		
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS				22b. POLICY NUMBER	
				22c. TELEPHONE NUMBER ( )	
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		24a. OWNER'S NAME(S) (Last, first, middle)		24b. TELEPHONE NUMBER ( )	
25. OWNER'S ADDRESS(ES)					

**SECTION III - KILLED OR INJURED** (Use Section VIII if additional space is needed.)

26. NAME (Last, first, middle)			27. SEX	28. DATE OF BIRTH	
29. ADDRESS					
A	30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY
	34. TRANSPORTED BY		35. TRANSPORTED TO		
	36. NAME (Last, first, middle)				
37. SEX					
38. DATE OF BIRTH					
39. ADDRESS					
B	40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY
	44. TRANSPORTED BY		45. TRANSPORTED TO		
	46. Pedes- trian				
a. NAME OF STREET OR HIGHWAY			b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) FROM TO		
c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)					



**SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)**

47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).
49. TIME OF ACCIDENT AM PM	

**50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED**

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.

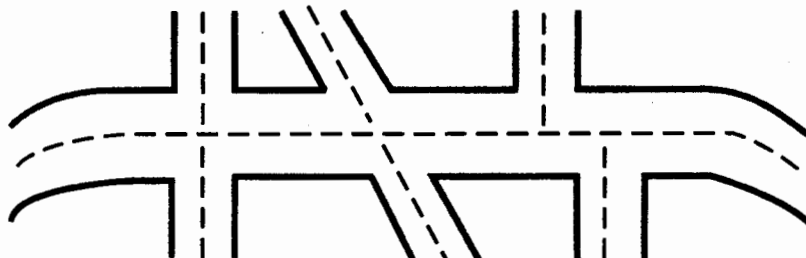
Example: → 1 ← 2 ←

b. Use solid line to show path before accident and broken line after the accident

c. Show pedestrian by → ○

d. Show railroad by ++++++

e. Place arrow in this circle to indicate NORTH

**51. POINT OF IMPACT (Check one for each vehicle)**

FED	2	AREA
		a. FRONT
		b. R. FRONT
		c. L. FRONT
		d. REAR
		e. R. REAR
		f. L. REAR
		g. R. SIDE
		h. L. SIDE

52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).

**SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)**

A	53. NAME (Last, first, middle)	54. WORK TELEPHONE NUMBER ( )	55. HOME TELEPHONE NUMBER ( )
	56. BUSINESS ADDRESS	57. HOME ADDRESS	
B	58. NAME (Last, first, middle)	59. WORK TELEPHONE NUMBER ( )	60. HOME TELEPHONE NUMBER ( )
	61. BUSINESS ADDRESS	62. HOME ADDRESS	

**SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)**

63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ( )	63c. HOME TELEPHONE NUMBER ( )
63d. BUSINESS ADDRESS	63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ( )	64c. POLICY NUMBER ( )
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$

**SECTION VII - POLICE INFORMATION**

68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

**SECTION VIII - EXTRA DETAILS**

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

**SECTION IX - FEDERAL DRIVER CERTIFICATION**

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER

71b. DRIVER'S SIGNATURE AND DATE

**SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED**

72. ORIGIN

73. DESTINATION

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN	DATE	TIME (Circle one) a.m. p.m.	76. ACCIDENT OCCURRED	DATE	TIME (Circle one) a.m. p.m.
----------------	------	-----------------------------------	--------------------------	------	-----------------------------------

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

☐ ORALLY ☐ IN WRITING (Explain)

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

☐ NO ☐ YES (Explain)

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

☐ YES ☐ NO (Explain)

80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.

☐ NO ☐ YES (Explain)81. COMPLETED BY  
DRIVER'S  
SUPERVISOR

a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY

☐ YES  
☐ NO

b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR

82b. SUPERVISOR'S SIGNATURE AND DATE

82c. TELEPHONE NUMBER

( )

**SECTION XI - ACCIDENT INVESTIGATION DATA**83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. ☐ YES ☐ NO (If "Yes", explain below.)**84. PERSONS INTERVIEWED**

NAME	DATE	NAME	DATE
a.		c.	
b.		d.	

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

**SECTION XII - ATTACHMENTS**

LIST ALL ATTACHMENTS TO THIS REPORT

**SECTION XIII - COMMENTS/APPROVALS**

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR	88. ACCIDENT REVIEWING OFFICIAL
a. SIGNATURE AND DATE	a. SIGNATURE AND DATE
b. NAME (First, middle, last)	b. NAME (First, middle, last)
c. TITLE	c. TITLE
d. OFFICE	d. OFFICE
e. OFFICE TELEPHONE NUMBER (      )	e. OFFICE TELEPHONE NUMBER (      )

# PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

1. Name (Last, First, Middle)	2. Date of Birth (Month, Day, Year)	3. Title of Position
4. Home Address (Number, Street or RFD, City, State and Zip Code)		5. Employing Agency

6. Have you ever had or have you now: (Place check at left of each item.)

YES	NO		YES	NO	
		Poor vision in one or both eyes			Arthritis, rheumatism, swollen or painful joints
		Eye disease			Loss of hand, arm, foot, or leg
		Poor hearing in one or both ears			Deformity of hand, arm, foot, or leg
		Diabetes			Nervous or mental trouble of any kind
		Palpitation, chest pain, or shortness of breath			Blackouts or epilepsy
		Dizziness or fainting spells			Sugar or albumin in urine
		Frequent or severe headaches			Excessive drinking habit (Alcohol)
		High or low blood pressure			Other serious defects or diseases
		Drug or narcotic habit			

7. If your answer is "Yes" to one or more of the above questions, explain fully in this space, indicating date of original condition and current status:

8. (A) Do you wear glasses (or contact lenses) while driving? ☐ YES ☐ NO

(B) Do you wear a hearing aid? ☐ YES ☐ NO

## PRIVACY ACT STATEMENT

Solicitation of this information is authorized by 40 U.S.C. 491 and 5 CFR Part 930 Subpart A, which require OPM to regulate Federal employees use of Government-owned or -leased motor vehicles. It is used to ascertain the physical fitness of Federal employees, whose jobs require authorization to drive Government-owned or -leased vehicles. It is also used in the renewal of authorizations for all such employees.

Based on the information provided, employees may be referred for a medical examination before being granted an initial authorization or a renewal. The disclosure of this information is mandatory when an employee's job requires driving a Federal motor vehicle and is voluntary otherwise. However, failure to complete when requested may result in you not being permitted to operate a Government vehicle.

Certification: I certify that my answers to the above are full and true, and I understand that a willfully false statement or dishonest answer may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.

9. Signature

10. Date Signed  
(Month, Day, Year)

## REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL

I certify that I have reviewed this physical fitness injury form and other available information regarding the physical condition of the applicant, and that I have made the following determination:

- ☐ 1. There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.
- ☐ 2. On the basis of items checked on this form or other information, this applicant must be referred for physical examination before authorized to operate a Government-owned or -leased motor vehicle or current authorization is renewed.
- ☐ 3. Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:

Signature of Designated Official

Date Signed  
(Month, Day, Year)

## ADMINISTRATIVE REMARKS

MEMBER HAS COMPLETED A COMNAVSAFECEN RECOGNIZED MOTORCYCLE/SCOOTER SAFETY COURSE IN ACCORDANCE WITH OPNAVINST 5100.12G.

\_\_\_\_\_: OPERATING A MOTORCYCLE OR SCOOTER IS A HIGH RISK ACTIVITY INHERENTLY DANGEROUS AND AS SUCH I WILL ABIDE BY ALL REGULATIONS AS OUTLINED IN OPNAVINST 5100.12G.

\_\_\_\_\_: I FULLY UNDERSTAND THAT PERSONAL PROTECTIVE EQUIPMENT (PPE) IS MANDATORY AND MUST BE WORN WHILE OPERATING OR RIDING ON A MOTORCYCLE REGARDLESS OF LOCATION OR DUTY STATUS. PPE REQUIREMENTS ARE: A PROPERLY FASTENED PROTECTIVE HELMET **THAT MEETS U.S. DEPARTMENT OF TRANSPORTATION (DOT) STANDARD OR HOST NATION EQUIVALENT STANDARDS**; PROPERLY WORN IMPACT OR SHATTER-PROOF GOGGLES OR FULL-FACE SHIELD PROPERLY ATTACHED TO THE HELMET; PROPERLY WORN LONG-SLEEVED SHIRT OR JACKET, LONG LEGGED TROUSERS AND FULL FINGERED GLOVES OR MITTENS DESIGNED FOR USE ON A MOTORCYCLE; STURDY **OVER-THE-ANKLE** FOOTWEAR; BRIGHTLY COLORED AND REFLECTIVE UPPER GARMENT/VEST. THE OUTER UPPER GARMENT/VEST MUST BE CLEARLY VISIBLE.

\_\_\_\_\_: I FULLY UNDERSTAND THAT OPERATING A MOTORCYCLE OR SCOOTER IS A PERSONAL CHOICE AND I AM PERSONALLY ACCOUNTABLE FOR MY ACTIONS, SUCH AS RECKLESS DRIVING OR THE ABSENCE OF PPE. I UNDERSTAND THAT OPNAVINST 5100.12G IS A LAWFUL GENERAL REGULATION AND VIOLATIONS OF IT MAY RESULT IN ADMINISTRATIVE OR DISCIPLINARY ACTION UNDER THE UNIFORM CODE OF MILITARY JUSTICE OR CIVILIAN PERSONNEL REGULATIONS. ADDITIONALLY, VIOLATIONS OF OPNAVINST 5100.12G MAY BE CONSIDERED IN MAKING LINE OF DUTY/MISCONDUCT DETERMINATIONS FOR INJURIES RECEIVED ON OR OFF DUTY.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Command

\_\_\_\_\_  
Witness Name/Signature/Date

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS USN
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Encl (6)

**ADMINISTRATIVE REMARKS**NAVPERS 1070/613 (REV. 10-81)  
S/N 0106-LF-010-6991**E-32**

SHIP OR STATION

**COMFLEACT Okinawa, JA****UIC:**

In consideration of being allowed to own and operate a privately owned motor vehicle in Japan as a member of the force as defined by the U.S. Japan Status of Forces Agreement, I certify and acknowledge the following:

----- I may operate a privately owned vehicle (POV) only if I possess and produce, on demand by competent military or civilian authority, a valid USFJ Form 4EJ, Japan Operators Permit for Civilian Vehicles, and proof of ownership or written permission to operate the vehicle.

----- I must possess, maintain and produce, on demand by competent military or civilian authority, proof of insurance including Japanese Compulsory Insurance (JCI) and supplemental insurance in an amount not less than \$300,000 bodily injury and \$30,000 property damage.

----- I must pay, possess and produce, upon demand by competent military or civilian authority, proof of current annual Japanese Road Tax. Road tax fees are paid annually.

----- I must have and must maintain a designated "legal" parking space at my residence in accordance with local Parking Certificate requirements.

----- Any vehicle registered to me must be properly transferred or deregistered and disposed of (junked) prior to my execution of Permanent Change of Station (PCS) orders or transfer from my command. If I do not properly dispose of a vehicle registered to me, it may be declared abandoned and disposed of by the installation commander or his designee. I acknowledge that I am responsible for any cost associated with such disposal. **In accordance with the provisions of DOD 7000.14R (DOD Financial Management Regulation), Volume 7A, Chapter 50, Section 500104, I specifically authorize pay checkage from my pay account to pay for any disposal costs incurred. In addition, I specifically waive any due process rights accorded under Section 500104.** I understand that failure to pay disposal costs incurred by the Government will result in indebtedness to the United States Government.

----- CNFJINST 5800.9Q is a lawful general regulation and violations of it may result in administrative or disciplinary action under the Uniform Code of Military Justice or civilian personnel regulations.

-----  
Printed Name/Signature/Date-----  
Command-----  
Witness Name/Signature/Date

<b>NAME</b> (Last, First, Middle)	<b>SSN</b>	<b>BRANCH AND CLASS</b> USN
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Encl (7)

**CIVILIAN EMPLOYEE**  
**VOLUNTARY REPAYMENT AGREEMENT**

To: (INSTALLATION COMMANDER)

I \_\_\_\_\_, SSN \_\_\_\_\_, as condition  
to be allowed to own and operate a privately owned vehicle in Japan as  
a member of the Force under the US-Japan Status of Forces Agreement,  
agree to pay any costs incurred by the United States Government to  
dispose of my vehicle  
[ (YEAR), (MAKE), (MODEL), (COLOR), (VIN) ] \_\_\_\_\_  
which may be declared abandoned by the installation commander. I agree  
to repay such indebtedness by a one-time payroll deduction.

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Witness Printed Name/Signature/Date

SCHEDULE OF ADMINISTRATIVE ACTIONS FOR TRAFFIC LAW VIOLATIONS

<u>Offense</u>	<u>Points Assessed</u>
1. <u>Careless driving</u> (failure to follow safe driving practices).	6
3. <u>Reckless driving</u> (willful and wanton disregard for the safety of persons or property).	6
4. Knowingly lending or otherwise entrusting a motor vehicle to a person whom the individual knows is intoxicated or under the influence of alcohol or other substances.	6
5. Possessing open containers of alcohol, or consuming alcohol, inside of a motor vehicle.	6
6. Fleeing the scene (hit and run) - property damage only.	6
7. Speed contests.	6
8. Failure to report an accident to military police.	6
9. Receiving a second 1-year suspension within 3 years.	Loss of license indefinitely.
10. 35 kilometers per hour over posted speed limit. ** Second offense 90 days suspension or revocation for a period not to exceed one year discretionary.	7**
11. 20 kilometers per hour over posted speed limit.	6
12. 15 kilometers per hour over posted speed limit.	5
13. 10 kilometers per hour over posted speed limit.	4
14. One to 9 kilometers per hour over posted speed limit.	3
15. Following too close.	4
16. Failure to yield right of way to emergency vehicle.	4
17. Failure to stop for school bus or school-crossing signals.	4
18. Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4
19. Improper passing.	4
20. Failure to yield (no official sign involved).	4
21. Wearing headphones/earphones while driving motor vehicles (two or more wheels).	4
22. Misjudging clearance (the act of driving too close in passing or approaching a vehicle,	4



person, or object).

- |     |   |   |
|-----|---|---|
| 23. | Use of cellular phone or wearing of headphones/earphones while driving motor vehicle (two or more wheels).  | 4   |
| 24. | Improper turning movements (no official sign involved).   | 3   |
| 25. | Failure to wear an approved helmet and/or reflector vest while operating or riding a motorcycle, MOPED, or a three or four-wheel vehicle powered by a motorcycle like engine. | 3   |
| 26. | Improper overtaking.  | 3   |
| 27. | Other moving violations (involving driver behavior only).   | 3   |
| 28. | Operating an unsafe vehicle.  | 2   |
| 29. | Speed too fast for conditions.  | 2   |
| 30. | Speed too slow, causing a potential safety hazard.  | 2   |
| 31. | Failure of operator or occupants to use available restraint system devices while moving (operator assessed points).   | 2 (Note 9)  |
| 32. | Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of child does not exceed 45 pounds).    | 2 (Note 9)  |
| 33. | Failure to use headlights during periods of reduced visibility or to dim lights in specified areas.   | 2   |
| 34. | Driving without operator's permit (failure to obtain).  | Six months suspension from date of citation.  |
| 35. | Knowingly permitting unlicensed driver to operate a vehicle.  | Six months suspension<br>(NOTE: Charge to owner of vehicle or supervisor if GOV vehicle). |
| 36. | Operating vehicle with expired registration, license, or insurance.   | Suspension of driving Privileges (up to six months) as determined by the TC Magistrate    |
| 37. | Illegal parking.  | Warning (Note 3)  |
| 38. | Improper use of sound (use of horn, bell etc., so as to create a disturbance).  | Warning (Note 3)  |
| 39. | Driving while driver's license or installation driving privileges suspended or revoked.   | Two year revocation on determination of facts by TC Magistrate.                           |
| 40. | Refusal to submit to or failure to complete chemical tests. (Implied Consent).  | One year revocation on Determination of facts by TC Magistrate.                           |

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|--|---|
| <p>41. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle to include:</p> <ul style="list-style-type: none"> <li>- Driving the vehicle in the commission of a felony.</li> <li>- Fleeing the scene of an accident involving death or personal injury (hit and run).</li> <li>- Perjury or making a false statement; or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.</li> <li>- Unauthorized use of a motor vehicle belonging to another when the act does not amount to a felony.</li> </ul> | <p>One year revocation upon conviction or determination of facts by TC Magistrate.</p>  |
| <p>42. Driving or being in actual physical control of a motor vehicle while under the influence of any narcotic or drug, or while intoxicated with a BAC of 0.10 percent or more (DWI).</p>  | <p>Two year revocation upon conviction or determination of facts by TC Magistrate.</p>  |
| <p>43. Driving or being in actual physical control of a motor vehicle while under the influence of alcohol with a BAC of 0.05 percent and less than 0.09 percent (DUI) to include:</p>   | <p>Not less than six months and not more than one year suspension upon conviction or determination of facts by TC Magistrate.</p> |
| <p>44. Driving or being in actual physical control of a motor vehicle while under the influence of alcohol with a BAC of 0.03 percent and less than 0.05 percent (DWI).</p> <ul style="list-style-type: none"> <li>- Mental or physical impairment (not including alcohol or other drug use) to the degree rendered incompetent to drive.</li> <li>- Permitting an unlawful or fraudulent use of an official driver's license.</li> <li>- Conviction of fleeing, or attempting to elude, a police officer.</li> </ul>  | <p>Thirty-day suspension upon conviction or determination of facts by TC Magistrate.</p>  |

#### NOTES

1. Accumulation of 9 points or more in any six month period will result in suspension for 30 days.
2. Accumulation of 14 points within 12 consecutive months will result in suspension or revocation of driving privileges as determined by the Traffic Supervision Magistrate.
3. Any three offenses resulting in warnings in a six month period will result in 15 days suspension and Remedial Driver Training.
4. Both POV and GOV licenses may be suspended or revoked at any time for any reason by the Traffic Court. All POV and GOV accidents go to traffic court.

5. All accidents automatically get one point added to violation points.
6. When imposing a suspension or revocation because of an off-installation offense, the effective date should be the same as the date of the civil conviction, or the date that state or host-nation driving privileges are suspended or revoked. This effective date can be retroactive.
7. No points are assessed for revocation or suspension actions. Except for implied consent violations, revocations must be based on a conviction by a civil court or courts-martial, non-judicial punishment under Article 15, UCMJ, or a separate hearing as addressed in this regulation. If revocation for implied consent is combined with another revocation, such as 2 years for driving while intoxicated, revocations may run consecutively or concurrently at the discretion of the installation commander. The installation commander's policy will be applied systematically and not on a case-by-case basis.
8. When two or more violations are committed on a single occasion, the points assessed will be for the offense having the greater value.
9. Driving without restraints:
  - Second offense within 6 months = 7 day suspension
  - Third offense within 12 months = 30 day suspension